

# 2005 OLDE TOWNE DAY FACT SHEET



**DATE & TIME:** Sunday, September 18, 2005, 11 a.m. – 4 p.m.

**LOCATION:** Gaithersburg Historic District

**DEADLINE:** Friday, July 8, 2005. Late applications add \$15

**REMIT APPLICATION & FEES TO:** **Olde Towne Day**  
**506 S. Frederick Avenue**  
**Gaithersburg, MD 20877**

or

Register in person at the Parks & Recreation Office located at the above address. All applications will be reviewed and vendors will be notified if accepted. Vendors who are not selected will have their fee returned. Make checks payable to “City of Gaithersburg.”

## CITY RESIDENT FEES

*Arts & Crafters:	\$ 45
*Commercial Crafter:	\$ 60
Food Vendors:	
Commercial:	\$ 160
Non-profit:	\$ 60
Additional Space:	\$ 60
Non-Profit Organization:	\$ 20
Political Candidate:	\$ 20



*\*Items must be made by vendor*

*\*A Commercial Crafter sells craft items hand made by someone other than the vendor.*

## NON-RESIDENT FEES

*Arts & Crafters:	\$ 60
*Commercial Crafter:	\$ 75
Food Vendors:	
Commercial:	\$ 175
Non-profit:	\$ 75
Additional Space:	\$ 75
Non-Profit Organization:	\$ 20
Political Candidate:	\$ 20





**SET-UP:** Your arrival time will be on your parking pass between 7:30--9:30 a.m. **(PLEASE NOTE: Vendors will enter festival at Fulks Corner. Passes will be mailed in September.)** The streets will be closed to all traffic at 9:30 a.m. Exhibitors may drive up to unload at their assigned space, and quickly as possible, move their vehicle from the exhibitor area to the assigned parking lot. Please plan enough time for set-up. **You must unload, move car, and then set-up.**

**BOOTHS:** For Arts & Crafters, Commercial Crafters, Nonprofit Organizations, Political Candidates—One space is 10' x 10'. For **Food Vendors**—the first space is 10' x 20'; additional spaces are 10' x 10'. All participants must provide and are responsible for their own equipment. Displays must start at the curb and may not extend beyond 10' into the street.

**\*\* Booths must be dismantled promptly at 4 p.m.**

***Vendor vehicles will not be allowed in the festival area until staff gives the all-clear signal over the loudspeaker. \*\****

**OLDE TOWNE DAY REGULATIONS:** The festival staff reserves the right to have exhibitors remove unacceptable items or relocate or dismiss any participant or selling activity. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. No alcoholic beverages, pets (except guide dogs), skateboards, roller blades, bicycles or weapons are not permitted within the festival.

**IMPORTANT TAX INFORMATION:** The State of Maryland requires any person selling used items as a business or selling new products to charge 5% sales tax and have a MD tax number. Vendor's names will be submitted to the MD State Comptroller's Office. If you do not have a MD tax number, call the MD Sales Tax division at 410-767-1300 or you can apply online at [www.marylandtaxes.com](http://www.marylandtaxes.com).

**IMPORTANT FOOD VENDOR INFORMATION:** Please include with your application and fee:

- . menu
- . picture of booth and site plan
- . copy of Montgomery Health Permit
- . copy of Certificate of Insurance



No food items or drink may be sold by any vendor except for **pre-authorized food vendors by the Health Department**. There are no exceptions! Food vendors should contact the Montgomery County Health Department at 240-777-3986. Food items also include bottled water, soft drinks, popcorn, lollipops, etc.

**PHOTOS:** If you would like your pictures returned after the event, please provide a self-addressed stamped envelope.

**VEHICLES:** **Only one vehicle will receive a pass** to park within the festival area. All other vehicles must find alternate parking. Booth staff arriving later in the day should park in the parking garage. Please call 301-258-6350 if you need passes for any other vehicle to enter the festival area to unload.

**ELECTRICITY/WATER:** There will be **no electricity or water available**. Vendors provide their own generators which must be barricaded for safety.

**TABLES:** It is mandatory that you **bring your own** tables and chairs.

**REFUNDS/RAIN POLICY:** There will be **NO** refunds! **This is considered a RAIN or SHINE event**. You are responsible for covering your merchandise in case of rain.



Mail to: City of Gaithersburg  
Attn: Olde Towne Day  
506 S. Frederick Avenue  
Gaithersburg, MD 20877  
www.gaithersburgmd.gov

**2005 GAITHERSBURG OLDE TOWNE DAY APPLICATION**  
**Sunday, September 18, 2005 - 11 a.m. - 4 p.m.**

Business Name (if applicable) \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street

Apt #

City/State/Zip

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ MD Sales Tax # \_\_\_\_\_

Fax# \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

☐ Resident ☐ Nonresident ☐ Participated last year Fed ID Tax # \_\_\_\_\_

**APPLICATION FEES**

*Please check one and complete appropriate information on the reverse side of this form. Incomplete applications will be returned and NOT processed. Resident (Res) fees apply to those businesses or persons who live within the incorporated city limits of Gaithersburg, all others must pay nonresident (Nonres) fees.*

**Crafters:**

\_\_\_ Arts & Crafters: \$45 Res/\$60 Nonres (Items must be made by vendor)

\_\_\_ Commercial Crafter: \$60 Res/\$75 Nonres (A Commercial Crafter sells items handmade by someone other than the vendor)

**Food Vendors:**

\_\_\_ Commercial: \$160 Res/\$175 Nonres Additional space: \$60 (Include menu and picture of display)

\_\_\_ Nonprofit: \$ 60 Res/\$ 75 Nonres Additional space: \$60 (Include menu and picture of display)

**Political Candidates:**

\_\_\_ Political Candidate: \$20 Res & Nonres (Include handouts)

**Nonprofit Organizations:**

\_\_\_ Nonprofit Org: \$20 Res & Nonres (Informational booth)

**APPLICATION DEADLINE**

The application deadline is Friday, July 8, 2005 for all applicants.

**ALL APPLICATIONS RECEIVED AFTER JULY 8, 2005 DEADLINE MUST ADD \$15 LATE FEE**

*The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made prior to the start of the program. Please indicate what accommodations are needed.* \_\_\_\_\_

Amount paid \$ \_\_\_\_\_ Cash Check# \_\_\_\_\_

VISA/MC \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**PROGRAM #** \_\_\_\_\_

**Office Use Only:**

**Resident** \_\_\_\_\_

**Nonresident** \_\_\_\_\_

**Pr:** \_\_\_\_\_

**CRAFTER INFORMATION:** (Please include photo and self-addressed stamped envelope if you want photo returned.)

1. Describe all items you wish to sell. Be specific. (No electricity or tables provided)

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**NONPROFIT INFORMATION:** (No electricity or tables provided)

1. What does your non-profit organization promote? Be specific:\_\_\_\_\_

2. Will you be distributing handouts? Yes\_\_ No\_\_ (If yes, handouts must be included with application)

3. Will your organization be conducting a drawing? Yes\_\_ No\_\_ Or giveaway? Yes\_\_ No\_\_

4. Will your organization be soliciting donations? Yes\_\_ No\_\_ (If yes, describe purpose)\_\_\_\_\_

5. Will your organization be selling anything? Yes\_\_ No\_\_ (If yes, what?\_\_\_\_\_)

6. Is your organization planning to run an activity/game? Yes\_\_No\_\_(If yes,describe)\_\_\_\_\_

(You will receive notice if your activity is approved when your application is accepted.)

**POLITICAL CANDIDATE INFORMATION:**

1. Will your organization be conducting a drawing? Yes\_\_ No\_\_ Or giveaway? Yes\_\_ No\_\_

2. Will your organization be distributing handouts? Yes\_\_ No\_\_ (If yes, include handouts with application)

3. Will your organization be soliciting donations? Yes\_\_ No\_\_ (If yes, state purpose)\_\_\_\_\_

4. Will your organization be selling anything? Yes\_\_ No\_\_ (If so, what?\_\_\_\_\_)

**FOOD VENDOR INFORMATION:** Please submit the following items with application.

1. Full Menu with prices.

2. Photos of booth and site plan (drawing of set-up plan)

3. Copy of Certificate of Insurance - MANDATORY

4. Type of booth: \_\_Tent \_\_Trailer \_\_Truck

5. How many spaces are required? (10' x 20')\_\_\_\_\_

6. Copy of Montgomery County Health Permit

7. Are you willing to accept Gaithersburg Employee coupons on Olde Towne Day and be reimbursed? \_\_Yes \_\_No

I certify that I have read and fully understood the **Olde Towne Day Fact Sheet** and that the information contained in this application is true, and I will personally be responsible for ensuring the space plan for the Olde Towne Day Festival will be carried out in conformance with this application. I further understand that I must have a Maryland Sales Tax # in order to participate, and if applicable, a Montgomery County Health Permit.

Signature \_\_\_\_\_

Date\_\_\_\_\_

*If you have any questions regarding Olde Towne Day, please call 301-258-6350. Thank you!*